

Fall 2012

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Inside this issue:

President's Message	2
Meet Your Board	3-4
Calendar of Events	7
Building the Leadership Bridge	8-9
2012 Fall Workshop	10-12
NEOPA Membership Form	13
Local Association News	14-15
Building Bridges to NEOPA's Success	16-17
National Conference News & Photos	18-20
NAEOP Membership Form	21

Special points of interest:

- ♦ New E-Series provides Leadership Training and Educational Credits
- ♦ NDE Bridge Fundraiser lets Husker fans get creative
- ♦ Defining and refining NEOPA's Vision - Where do you fit in?

Nebraskans Gather in Costa Mesa



Nebraska's "state" photo at the 78th NAEOP Annual Conference/Institute in Costa Mesa, CA, July 9-13, 2012 at the Hilton Orange County/Costa Mesa Hotel.

Lola Young, CEOE, giving her Presidential acceptance speech at the NAEOP Conference Installation Banquet, Friday, July 13, 2012. Her theme is "Caring Enough to Share."



The 78th NAEOP Annual Conference/Institute was held in beautiful Costa Mesa, CA, amidst ideal coastal summer weather and a plethora of amenities and activities. Nebraska had a small but mighty contingent in attendance to support, recognize, and congratulate their fellow colleagues as national board members — Lisa Morehouse, CEOE, Central Area Director; Gretchen Walker, CEOE, Higher Education Council Director; and, of course, Lola Young, CEOE, the new national President.

We are proud of each and every one of you and thank you for your willingness to step out of your personal comfort zones to serve in a national capacity.

Special Note: NEOPA President, Joyce Trevett, CEOE, purchased all conference photos in this issue, and obtained permission to print them in our publication, from the *Smugmug* website - the official conference photographer.

PRESIDENT'S MESSAGE

Greetings from Wayne, Nebraska,

What a summer it has been! I cannot remember when it has been this hot and dry for so long. I am definitely looking forward to fall and some cooler temperatures. It would be nice if we could get some significant rains in Northeast Nebraska, too! But, in spite of the heat and dryness, the 2012-13 NEOPA board has hit the ground running and we are looking forward to a great year.

I am extremely honored to serve as your President this year. It was a big decision for me to step out of my comfort zone and challenge myself but, so far, I am glad I did.



My presidential theme for this year is "Building Bridges to Success." I chose this theme because just as bridges need a strong foundation to withstand the weight of all that crosses over them, we need a strong base in order to be successful in our personal and professional goals and find that delicate balance between our personal and professional lives in today's workplace. Strong communication, education, and leadership skills allow us to build the strong bridges that will support us in the workplace. The relationships we forge are the tresses of our bridges. I encourage you to seek out individuals whom you admire, solicit their advice, and let them be part of "the crew" that builds your bridges.

Please consider volunteering to serve on one of the committees that support the membership. The experience will allow you to become familiar with what each committee does; give you a sense of ownership in your organization; allow you to build your confidence; and will test your skills. "Individuals can change things.... If everyone will just do their little part, then we can make a tremendous difference in the lives of other people." (Sarah Purcell)

It is one of the board's goals this year to make sure that NEOPA is meeting the needs of its members. We will be working on strategic planning at the next couple of meetings. This process began a few weeks ago by sending out an email to members asking thought provoking questions regarding NEOPA. This is *your* organization and we want to make sure it is meeting *your* expectations and needs, so please respond with your thoughts and feelings. NEOPA can be one of your greatest work resources, if you let it. One of our members once said she is involved in NEOPA because the organization allows individuals who have no career aspirations in their current position, to find fulfillment, recognition and success in NEOPA.

We will begin the new E-Series at the Fall Workshop on October 5, in Lincoln. The E-Series will allow enrollees to participate in a series of leadership training sessions that will give them educational credit hours toward their PSP certification. This is a wonderful opportunity if you are working on your PSP and need educational credit. Even if you are not working towards your PSP, these sessions will give you the opportunity to sharpen your leadership skills.

If you have questions or comments, please do not hesitate to contact anyone on the board. We are here to serve you.

I hope to see you all at the Fall Workshop in Lincoln!

Joyce

Joyce Trevett, CEOE
2012-13 NEOPA President



BOARD MEMBERS BUILDING BRIDGES TO SUCCESS

Carol Bom, CEOE Nominating Director

What do you really want to know about me? I have worn many hats for NEOPA throughout my time as an active member. I truly believe in the mission of NEOPA, that we can and must provide professional development for the underserved educational office professionals throughout our state.

I believe that as a Past President it is essential that I remain involved with our association. I believe that leadership does not stop when you complete a position. I believe that we need to continue to support and encourage our membership to learn and grow throughout their careers.

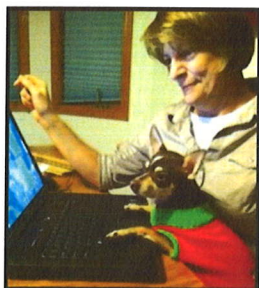
While I have chosen some leadership positions to fulfill, I am learning that leadership is not just about a position, it is about building relationships. Leadership is a decision. Leadership is not about personality. I love this quote from The Leadership Challenge: "What we have discovered, and rediscovered, is that leadership is not the private reserve of a few charismatic men and women. It is a process ordinary people use when they are bringing forth the best from themselves and others. When the leader in everyone is liberated extraordinary things happen."

This year, we will begin to look at liberating the leadership skills in our members as we step up to discuss our strategic plan and begin to inspire a shared vision. What an exciting time to be a NEOPA member! I look forward to discovering all the extraordinary things we will accomplish this year!



*There is no such thing as can't, only won't. If you're qualified,
all it takes is a burning desire to accomplish, to make a
change. Go forward, go backward. Whatever it takes! But
you can't blame other people or society in general. It all comes
from your mind. When we do the impossible, we realize we
are special people.*

*Jan Ashford
1932—, American businesswoman*



Denise Fisher, CEOE Vice President/Meetings Coordinator

Hi – My name is Cocoa (in the red sweater). I am the grand-dogger of Denise Fisher, who serves as your Vice President and Meetings Coordinator.

What do you need to know about Denise? She is dedicated to doing the right things (always has great treats for me); she voices her opinion (bark is bigger than her bite); and she loves to have fun. (She's teaching me to type!)

Normal stuff about her? She works, she eats, and she loves her family. She rides a bike (wished she'd take me with her) and enjoys her friends.

She enjoys her job at the Nebraska Department of Education and was all excited about her boss being selected as NEOPA and NAEOP Administrator of the Year. Her life before education was in law firms. 'Nuff said.

She also likes to meet new friends and have people help her on committees. (Hint)

BOARD MEMBERS BUILDING BRIDGES TO SUCCESS

Joan Wilkins Awards/Scholarship Committee



Hi. My name is Joan Wilkins and I'm new to the NEOPA board. As you read this, I have probably already waded through the committee paper work and have dived into the job head first. I am so lucky to chair the committee that gives scholarships and awards to deserving people! How fun is that?!

I am an administrative professional at Central Community College in Columbus, NE. I assist the directors of: Housing, Counseling, Disability Services, Career and Employment Services, Testing, and the Academic Success Center. I also do special projects for the Associate Dean of Students, the Athletic Department, and the Veterans Support Center. Phew, I am busy! I have worked at the college for 13 years. During that time I earned my Associates Degree in Business Administration.

Born and raised in Northern New Jersey, my family and I moved to Omaha in 1971. Even after 41 years people sometimes notice a slight New Joysey accent. My father taught and sold the Dale Carnegie Courses in Nebraska and Western Iowa so I learned from an early age how to work with people, to speak in front of an audience, and to be enthusiastic. Even at 92, my Dad was able to turn on the charm. I will miss him.

My husband and I moved to Columbus 26 years ago when he accepted a position as a city police officer. Quite a change for a grocer!

At home, I still have that loving husband and one little dog. My two daughters, Jenny (32) and Anna (25), have grown up to be wonderful, amazing people. I love to swim, read, scrapbook, and make jewelry. I'm looking forward to a great year for NEOPA and for the Awards and Scholarship Committee.

People say, "What is the sense of our small effort?" They cannot see that we must lay one brick at a time, take one step at a time.

Dorothy Day
1897-1980, American writer, social reformer



Joyce Trevett, CEOE President

I have served as an office assistant in the School of Arts & Humanities at Wayne State College for the last 20 plus years. It has been my honor and privilege to have worked with many interesting and wonderful people in this position. Wayne State College has produced four generations of graduates in my family with my daughter, Nicole, being the most recent.

I am married and have one daughter, Nicole, who is a registered nurse in Omaha. I also have a miniature Dachshund named Dollie (the diva), who gets most of my attention these days since I am an empty-nester. I enjoy piecing and quilting wall hangings, crocheting afghans, growing tomatoes, and making jewelry - earrings in particular.

I also enjoy my involvement in my local association, WEOPA, and in the state association, NEOPA. I really enjoy the people that I have gotten to know and have gained experience that I use daily in my job. I am looking forward to a successful and productive year as your NEOPA President. Please join me as we "Build our Bridges to Success."

ANNOUNCEMENTS

NEOPA NEEDS YOU!



Attention NEOPA members. The **renewal deadline** to maintain your continuous membership is **September 30!** If you haven't renewed yet, now is the time.

Use the membership form on page 21 of this newsletter to renew.

Contact Gretchen Walker, CEOE, President-Elect & Membership Director at: gwalker1@unl.edu if you have questions.

Planning Ahead:

Mark your calendars now and make travel plans to attend any or all of the following opportunities:

NEOPA Spring Conference 2013

April 19, 2013

Hosted by the NEOPA Board in Lincoln, NE

NAEOP Central Area Professional Development Day

March 21-23, 2013

Hosted by Missouri - Watch for more info!

NEOPA Fall Workshop 2013

October 18, 2013

Hosted by UNOPA in Lincoln, NE

Application Deadlines:

Following are the deadlines from NAEOP to turn in your PSP application:

January 15, 2013

May 15, 2013

Need assistance with filling out the paperwork? Contact [Dena Hare, CEOE](#), our PSP Director.

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Student Scholarship applications due:

January 15, 2013

Contact Awards/Scholarship Director, [Joan Wilkins](#), for more information.



Please join me in welcoming the following new NEOPA members!

Jeanne Bonnett (UNOPA)

Caroline Helget (no local affiliate)

Jay Jacox (LPSAOP)

Raquel Jensen (LPSAOP)

Angel Johnston (LPSAOP)

Mary Klucas (UNOPA)

Diane Sullivan (UNOPA)



2012-13 BOARD OF DIRECTORS



PRESIDENT

Joyce Trevett, CEOE (WEOPA)
Work: 402-375-7124
Email: jotreve1@wsc.edu

PRESIDENT-ELECT/MEMBERSHIP COMMITTEE

Gretchen Walker, CEOE (UNOPA)
Work: 402-472-0602
Email: gwalker1@unl.edu

VICE PRESIDENT/MEETINGS COORDINATOR

Denise Fisher, CEOE (NDE Bridge)
Work: 402-471-5020
Email: denise.fisher@nebraska.gov

SECRETARY

Cathy Robertson, CEOE (UNOPA)
Work: 402-472-0456
Email: crobertson@huskers.com

TREASURER

Deanna McCoy (NE Research & Ext Ctr)
Work: 402-584-3828
Email: dmccoy1@unl.edu

PAST PRESIDENT/FIELD SERVICE

Kathy Bennetch, CEOE (UNOPA)
Work: 402-472-8738
Email: kbennetch1@unl.edu

AWARDS/SCHOLARSHIP COMMITTEE

Joan Wilkins
Work: 402-562-1244
Email: jwilkins@cccneb.edu

BYLAWS COMMITTEE

Mary Guest, CEOE (UNOPA)
Work: 402-472-3204
Email: mguest2@unl.edu

FINANCE/RECORDS COMMITTEE

Diane Wasser, CEOE (UNOPA)
Work: 402-472-6251
Email: dwasser@unl.edu

INFORMATION/TECHNOLOGY COMMITTEE

Susann Wenzl, (NDE Bridge)
Work: 402-471-6692
Email: susann.wenzl@nebraska.gov

NEWSLETTER COMMITTEE

Suzanne Penn, CEOE (WEOPA)
Work: 402-375-7395
Email: supenn1@wsc.edu

NOMINATING COMMITTEE

Carol Bom, CEOE (NDE Bridge)
Work: 402-471-4332
Email: carol.bom@nebraska.gov

PROFESSIONAL STANDARDS COMMITTEE (PSP)

Dena Hare, CEOE (LPSAOP)
Work: 402-436-1302
Email: dhare@lps.org

WAYS AND MEANS COMMITTEE

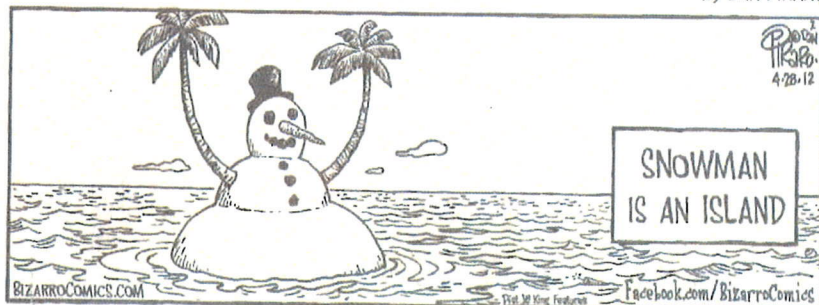
Carol Reed, CEOE (LPSAOP)
Work: 402-436-1303
Email: creed@lps.org

PRESIDENTIAL ADVISOR

Lisa Morehouse, CEOE (LPSAOP)
Work: 402-436-1594
Email: lmoreho@lps.org

BIZARRO

By DAN PIRARO



*Never doubt
that a small group of
thoughtful, committed
citizens can change the world.
Indeed, it is the only thing
that ever has.*

Margaret Mead
1901-1978,
American anthropologist,
writer

2012-13 CALENDAR OF EVENTS

Web Site Addresses

NEOPA (temporary)

<https://sites.google.com/site/neopaweb/home>

LPSAOP

<http://lpsaop.lps.org>

UNOPA

<http://unopa.unl.edu>

NAEOP

<http://naeop.org>

Local Association Presidents

LPSAOP

Rhonda Meyer, CEOE
rmeyer@lps.org

NDE BRIDGE

Debe Dockhorn
debe.dockhorn@nebraska.gov

OEOPA

Catherine Rauscher, CEOE
catherine.rauscher@ops.org

UNOPA

Linda Luedtke, CEOE
lluedtke1@unl.edu

SEOPA

Sarah Whalen
swhalen@nppsd.org

WEOPA

Kelly Kenny
kekenny1@wsc.edu

NEOPA Past Presidents

Carol Reed, CEOE
creed@lps.org

UNOPA Past Presidents

Jan Harris
gh71530@windstream.net

October 4, 2012	Recharge Your Batteries! 6:00-8:00 p.m. Pre-workshop networking event Culler Middle School Cafeteria, Lincoln, NE
October 5-6, 2012	NEOPA Fall Workshop Southeast Community College, Lincoln, NE
November 16, 2012	NEON articles deadline-Winter issue Submit to Suzanne Penn
January 15, 2013	Student Scholarship deadline Contact Joan Wilkins
January 15, 2013	PSP Application deadline
February 1, 2013	NEON articles deadline-Spring issue Submit to Suzanne Penn
March 15, 2013	National Competitions deadline for publications, websites and scholarships: Marion T. Wood-member scholarship Mona Smith -member dependent scholarship NEOPA Past Presidents' scholarship
May 15, 2013	PSP application deadline
July 22-26, 2013	NAEOP Annual Conference Alexandria, VA naeop.org

NEOPA Mission Statement:

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel education.

BUILDING THE LEADERSHIP BRIDGE



*** ANNOUNCEMENT ***

The E-Series you have been waiting for is coming to NEOPA this fall!

As a NEOPA member, and participant in the E-Series, you will have the opportunity to build your skills and talents while developing a community committed to personal and professional growth. Additionally, if you are working on your PSP certification and need education credits, you will be able to earn 30 hours of education credits upon completion of the series.

Please see the flyer below for this unique opportunity and then complete the registration form contained on page 12 of this newsletter.

Questions?? Contact Mary Guest, CEOE, at mguest2@unl.edu

EMPOWER Discover your own skills and talents
<ul style="list-style-type: none">• Building Bridges to Success• Identifying your strengths, talents and skills• Recognizing leadership strengths in others• Building trust
ENGAGE Discover skills and talents of other members
<ul style="list-style-type: none">• Shared leadership• Followership• The art of delegating• Developing a purposeful community
EXPLORE Opportunities to serve and improve NEOPA
<ul style="list-style-type: none">• Emotional intelligence• Parliamentary procedures• Effective meetings• Membership• Strengthening our core
ENERGIZE Keeping NEOPA current with membership needs
<ul style="list-style-type: none">• Leadership styles and theorists• Generational differences• Motivation – rate of adoption• Relationships• Bringing it all together

Nebraska Educational Office Professionals Association NEOPA E Series

The E-Series plan is designed to . . .

- **EMPOWER** individual members by discovering our own skills and talents. Once those skills and talents are recognized, participants will learn to
- **ENGAGE** with other members in recognizing and celebrating their strengths and skills and how we can all work together for the best results in our pursuits. With those results, we can
- **EXPLORE** personal and group commitment to the organization by offering opportunities to serve, lead and participate in NEOPA. Putting it all together allows us to be
- **ENERGIZED** to find new and effective ways to initiate change to keep NEOPA current and providing useful benefits to every member.



Session 1: October 5-6, 2012

Session 2: April 19, 2013

Session 3: 2013 Workshop

Session 4: 2014 Conference

Indicate interest to:

Mary Guest, CEOE

402.472.3204

mguest2@unl.edu



Limited to first 20 registrations!

Please note!

- All sessions will be held in conjunction with the NEOPA fall workshops and spring conferences.
- Most sessions qualify for in-service credit. **BONUS!** Complete all E-Series sessions and receive 30 credit hours for education.
- Additional materials may be required during the two-year program. NEOPA will provide these materials free of charge or at a greatly reduced cost to members.

BUILDING THE LEADERSHIP BRIDGE

NEOPA Launches New E-Series to Empower, Engage, Explore, and Energize

Submitted by Mary Guest, CEOE, and Denise Fisher, CEOE

Whatever happened to going through the puddles versus going out of our way to avoid them? Life is messy and missing the puddles sometimes takes away from the experience.

Do you see a parallel to our work lives? We go out of our way to avoid the "messy" stuff, sometimes missing the value of going through it!

Four of us NEOPA puddle jumpers--Carol Bom, CEOE, Mary Guest, CEOE, Denise Fisher, CEOE, and Lisa Morehouse, CEOE, - have worked together to develop an educational program for NEOPA members. We began meeting almost two years ago under the leadership of Jolene Palmer from the Nebraska State Department of Education, who guided us as we developed skills to create and present workshops for our members. Leading us through the puddles, so to speak. Out of this grew the idea to create something that would directly benefit NEOPA members, and provide a way to earn education credit! Multiple puddles in which to jump!

And the E-Series was born! Upon successful completion, participants in the E-Series may receive 30 hours of education credit. We work in educational institutions and recognize the time and financial commitments it takes to continue education past high school. It is even more difficult for non-traditional students because they often have the added responsibilities of family and work. The lack of education beyond high school can also create obstacles (going around the puddles) for members working to attain their PSP certification and CEOE distinction. Recognizing these difficulties, the Nebraska Educational Office Professionals Association (NEOPA) is launching the E-Series Plan this fall.

The E-Series Plan is designed to EMPOWER individual members by discovering our own skills and talents. With the discovery of our own skills and talents, participants will learn to ENGAGE with other members to combine everyone's skills and talents in achieving the best results in our pursuits. With those results, we will EXPLORE personal and group commitment to the organization by offering opportunities to serve, lead, and participate in NEOPA. Putting it all together assists us to be ENERGIZED in finding new and effective ways to initiate change to keep NEOPA current and providing useful benefits to EVERY member.

The series will include topics such as leadership styles and theories, building trust, followership, delegating, building a purposeful community, emotional intelligence, public speaking, parliamentary procedure, member recruitment and retention, motivation, generational differences, relationships, and running effective meetings. The goal is not necessarily to create leaders, but to empower members to see the important part they play in the association whether they are formal leaders, influencing others, or being effective, responsible followers (or how to jump in puddles and enjoy it!).

Registration is now open and, judging from the initial response, it is a puddle that several members are ready to jump into. It is evident to us that this is something our members truly want. We may get a little dirty, but hey, a little dirt never hurt anyone.

As the series progresses, we believe a community will be built of members helping other members to achieve their potential, personally and professionally, and the whole association will benefit. What a splash we will make!

NEOPA 2012 FALL WORKSHOP



NEOPA 2012 Fall Workshop “Tools for Success” October 4, 5, and 6, 2012 Southeast Community College

Continuing Education Center, 301 South 68th Street Place, Lincoln, NE

The Nebraska Educational Office Professionals Association and Southeast Community College are excited to bring you another stellar workshop in Lincoln, Nebraska. Please join us on Thursday, October 4 for a networking activity (described below), the workshop on Friday, October 5, and an extension of our workshop on Saturday, October 6, for those choosing to participate in the E-Series for education credits. **Workshop registration is due September 21, 2012. Fee for NEOPA members is \$50.00. Fee for non-NEOPA members is \$65.00.**

Thursday Evening Networking Activity

What: Recharge Your Batteries!

Where: Culler Middle School Cafeteria
5201 Vine St, Lincoln
Parking available in school lot

When: 6:00—8:00 p.m.

Dinner provided at no cost to the participant. Catered by Frank & Simon's.

Activity: Line Dancing with Deb Daehnke from WEOPA
Networking activities

Cost: FREE—but please RSVP by October 1, 2012 to Dianne at ddickey@windstream.net

Lodging for our out of town guests: (Ask for the NEOPA Workshop block)

New Victorian Suites \$59.99/room www.newvictorianinn.com
225 North 50th Street, Lincoln (+ tax)
402.464.4400
Located one block north of 50th & O Streets

Chase Suites Hotel \$77.00/room www.chasehotellincoln.com
200 S 68 Place, Lincoln (+ tax)
402.483.4900 or 800.433.6183
Located one block south of 68th & O Streets

Please note: Lodging reservations due by September 1 to qualify for the NEOPA rate.

Cancellation policy: Cancellations will be accepted until Monday, October 1, 2012. No refunds will be granted after 8:00 a.m. on 10/02/12. If there are special circumstances, please contact Dianne Dickey at 402.488.3940.

Please Register for the Workshop by September 21, 2012

NEOPA 2012 FALL WORKSHOP

Workshop Options—Step 1—Choose your power tools!

Friday, October 5	Option I	Option II	Option III E-Series
7:30—8:00 a.m.	Registration and Continental Breakfast—muffins, fruit, coffee, tea		
8:00-8:30 a.m.	Welcome Ceremony		
8:30-10:00 a.m.	Keynote Carmen Schwab, Water Cooler Talk..Hydration for Success!		
10:15-11:15 a.m.	Building Bridges to Success: Developing NEOPA, Involving Members	Circle One Topic: <ul style="list-style-type: none"> Email Faux Pas (for non-members) Building Bridges to Success: Developing NEOPA, Involving Members 	Building Bridges to Success: Developing NEOPA, Involving Members
11:30-1:15 a.m.	Lunch—NEOPA Business meeting/Awards Presentations Potato Bar Buffet		
1:30—2:30 p.m.	Circle One Topic: <ul style="list-style-type: none"> Email Faux Pas Influencing Up Water Cooler Talk... Continued 	Excel Top Ten Tips Limit of 15 participants	E Series (Limit 20) Introduction to Leadership
2:30-2:45 p.m.	Break	Break	Break
2:45-3:45 p.m.	Circle One Topic: <ul style="list-style-type: none"> Influencing Up Backwards Planning LinkedIn 	Excel Top Ten Tips (Continued) Limit of 15 participants	E-Series Leadership as Influence
4:00-4:30 p.m.	Closing		
Saturday, October 6	Room 404, Southeast Community College, Continuing Education Center		E-Series Continuation:
8:00 a.m.—12:30 p.m.			Capitalize On Your Strengths Inspiring Trust

Step 2—If you are signing up for the **E-Series**, please let Diane Siefkes know when you register. You will be contacted by Mary Guest with further information. **The E-Series is limited to the first 20 registrants.**

Please note: If you plan to participate in the E-Series for Educational Credit hours, your participation in the Saturday morning session is required.

The E-Series will have additional materials for participants for the Saturday session.

- For NEOPA members, there will be an additional **\$25 fee** for books and materials on Saturday.
- For non-NEOPA members, there will be an additional **\$75 fee** for books and materials on Saturday.
- Please make a separate check made payable to NEOPA for these additional fees.

When you choose the E-Series option, your name will be forwarded to [Mary Guest](#). She will give you additional details regarding pre-workshop distribution of materials and payment of the additional fee.

NEOPA 2012 FALL WORKSHOP

2012 Workshop Registration Form

Step 1



Registration fees: Member: \$50.00 Non-Member: \$65.00

When You Register: (REGISTRATION DUE: September 21, 2012)

OPTIONS: Select Options I, II, or III. E-Series participants will choose Option III.

PAYMENTS:

PHONE: Call Diane at 402.323.3386. Have this form, your selections, and your credit card ready. *Please have page 2 ready to indicate your topic choices. This is for credit card registration only.*

MAIL: Be sure to include your check with pages 2 and 6. **This check should be made payable to SCC.** Mail this registration form and workshop options form (pg 2) with topic choices to: Diane Siefkes, SCC, 301 S. 68th St. Place, Lincoln, NE 68510. **This is for payment by check only, payable to SCC.**

FAX: Registration form and workshop options form along with letter of authorization information to 402.437.2703, Attn.: Diane Siefkes. **This is for company payment only. Check made to SCC.**

E-Series: Additional fees require a separate check to NEOPA. See page 2 of this form.

REGISTRATION FORM – NONCREDIT COURSE Southeast Community College						
The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number constitutes an "education record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to re-disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.					2013 QUARTER	
					<input type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
					<input checked="" type="checkbox"/> FALL	<input type="checkbox"/> SPRING
PLEASE PRINT						
Social Security Number OR SCC ID	Last Name	First Name	Middle Initial	E-mail address		
Home Mailing Address		City	State	Zip	County #	Home Phone
Birth Date		Gender	Race: (Used for statistical purposes only)		Veteran or Dependent Utilizing Military Benefits	
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Native American		<input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Other _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska		
COURSE NUMBER	SECTION	TITLE		START DATE	LOCATION	TIME
OFFT6416CE – FA (mbr - \$50.00) FB (nonmbr - \$65.00)		NEOPA Fall Workshop 2012		10/5/12	CEC	0800
Billing agency:				FOR OFFICE USE ONLY		
				DE _____ ID # _____		

SIGNATURE

Submission of this form indicates that I understand: 1) that my registration is complete that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog.

Step 2:

The following information is being collected for distribution to workshop attendees only (to be included with your address, city, zip and email information collected above.)

Name: _____ ☐ CEOE

Local Association: _____

☐ I have special dietary needs.

☐ Please do not list my personal information in the workshop materials.

NEOPA 2012-13 MEMBERSHIP FORM



NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

MEMBERSHIP FORM

July 1, 2012 - June 30, 2013

Type of Membership:

Renewal: member number _____

New: recruited by _____

Classification: ☐ Active \$15.00

☐ Associate \$15.00

☐ Retired \$10.00

PERSONAL DATA

Name

Street Address

City State Zip Code

Home Telephone Birthday (Month/Day)

Home E-mail Address

Office E-mail Address

EMPLOYMENT DATA

Educational Institution

School/Department/Box # Office Telephone

Street Address

City State Zip Code

Name of Supervisor

Supervisor Telephone number

☐ Yes, I want my entire contact information published in the membership listing.

☐ No, I want only my name, work phone number, work email and local association to be published.

LOCAL

☐ I am a member of a local association: _____

STATE

I'm interested in working with the following NEOPA committee(s):

<input type="checkbox"/> Awards/Scholarship	<input type="checkbox"/> Finance/Records	<input type="checkbox"/> Newsletter	<input type="checkbox"/> PSP
<input type="checkbox"/> Bylaws	<input type="checkbox"/> Information/Technology	<input type="checkbox"/> Nominating	<input type="checkbox"/> Ways & Means
<input type="checkbox"/> Field Service	<input type="checkbox"/> Membership	<input type="checkbox"/> No preference, will help anywhere	

NATIONAL

☐ I am a member of the National Association of Educational Office Professionals (NAEOP)

I would like more information about:

☐ National Association of Educational Office Professionals (NAEOP)
☐ Professional Standards Program (PSP) certifications

Make check payable to **NEOPA** and mail with membership form to:

Gretchen Walker
NEOPA Membership Director
Center for Great Plains Studies
University of Nebraska – Lincoln
1155 Q St
Lincoln, NE 68588-0214

Check Number _____



LOCAL ASSOCIATION NEWS

WEOPA - Wayne Educational Office Professionals Association

Submitted by,
Tammy Meier, WEOPA - NEON Correspondent

As we finish a hot and dry summer in Northeast Nebraska and move into our 2012-2013 academic year, we look forward to another busy year for WEOPA. But, before we look ahead, let's go back a few months and recap our activities since the last NEON update.

In April, WEOPA hosted the NEOPA Spring Conference. Although we were challenged by construction on our campus, construction at the planned site of the conference and a last minute location change, we were able to pull off a successful event. We had 50 attendees for the conference who were energized by our keynote speaker, NAEOP President Allie Faye Matthews, CEOE, and networking opportunities with other NEOPA members.

In May, WEOPA hosted the annual Bosses Luncheon where we were entertained and educated by our campus accompanist, Phil Pfaltzgraff, with a "Music Through The Ages" journey. Phil's passion for music and his eagerness to share his knowledge created a delightful experience for even the most musically challenged among us.

June brought another annual event for WEOPA, our Ladies Night Out. This year's destination was Sioux Falls, South Dakota, where we toured the Sertoma Butterfly House & Purdy Marine Cove and Falls Park, home of the water falls that the city is named for. We topped off the evening with dinner at a diner in the trendy downtown area of Sioux Falls that featured outdoor dining and live entertainment.



Jeanne Ann Kardell, CEOE, Linda Teach, CEOE, Joyce Trevett, CEOE, Tammy Meier, & Suzanne Penn, CEOE, at the Sertoma Butterfly House - Sioux Falls, SD.



Picturesque Falls Park - Sioux Falls, SD

As we move into 2012-2013, we will be led by our new executive board - - President Kelly Kenny, Vice President Tammy Meier, Secretary Denise Mostek, Treasurer Suzanne Penn, CEOE, and Historian Jeanne Ann Kardell, CEOE. They are busy planning programs and activities for the upcoming year. To get started, we will welcome our new crop of students with free, homemade cookies during the first days of the semester, as well as host a Friendship Luncheon for other office professionals on campus to share information on WEOPA and encourage membership.

Finally, WEOPA would like to congratulate one of our members, Joyce Trevett, CEOE, who will lead NEOPA for 2012-2013 as President. We look forward to an exciting year for both WEOPA and NEOPA.



Keynote speaker - Allie Faye Matthews, CEOE, NEOPA Spring Conference - Wayne, NE



Jeanne Ann Kardell, CEOE, Denise Mostek, Suzanne Penn, CEOE, Tammy Meier, Kelly Kenny - WEOPA 2012-13 Officers.

LOCAL ASSOCIATION NEWS



NDE Bridge "REACH OUT"

Join us for a fundraiser to help our scholarship fund!

Tuesday, September 25, 2012

5:30-7:00pm

We will be painting a Husker door hang!



Book your spot online NOW

http://www.corkycanvas.com/?page_id=13

Cost: \$35 (min. 12 people, max. 40 people)

Tell your friends, family, and other co-workers, everyone is
welcome!

Questions, please contact Katie Jackson at:

Katie.jackson@nebraska.gov or 402-471-3962

BUILDING BRIDGES TO NEOPA'S SUCCESS

It's All About Vision

Gretchen D. Walker, CEOE

I was working with members of my local affiliate and during our discussion, I asked several questions.

- "Do you know where this organization wants to be in a few years?"
- "Can you tell what success looks like for this organization in the future?"
- "Can you describe the vision of the organization?"

It was evident from the discussion with these members that they had no idea what this organization wanted to be when it grew up. Therefore, they didn't know how they could help get it there. When I visited with senior leaders in the same organization, I shared with them that members in this organization didn't know what the future was supposed to look like and; therefore, couldn't be accountable for it or help the organization achieve it. The response from the leaders was, "But we already told them."

They went on to describe several meetings where they communicated (their word) what the vision was for the organization. They continued to show me how they defined it as reaching X number of members within five years.

Here is the concept they were missing. Vision only becomes vision when the members in the organization understand it and are compelled by it. Until then, it's just a leadership statement that puts a check in the "vision box."

There's been so much talk about mission and image in the organization over the last several years that virtually every organization has created a statement they use to make themselves feel good about having a vision.

For most organizations, their investment in creating an idea in the form of a statement is like me spending money on a top-of-the-line set of golf clubs that wouldn't change my game much.

Vision isn't about a statement. It's about members in the organization understanding how his or her role connects to the future. It's about everyone knowing at the end of the day, week, month, quarter, or year, if they moved any closer to what the mental picture represents. It's about everyone in the organization not only being able to describe the vision in their own words, but actually being compelled by it and feeling like it's something worth achieving.

For all of these reasons, communicating a prophecy can't just be "we told them what it is." Each committee, function, and individual has to collaborate in the process.

People don't buy into the picture of others until it becomes their own picture as well. We keep forgetting this as leaders. We often feel like once the statement is read to the team or the organization our job is done. In reality, that's the beginning of our job. We now need to listen. We need to listen to how they feel about it, how they can contribute to it, and what they think needs to be added, changed or deleted.

We have two choices as leaders. We can create our vision and watch it die, or help others build their vision and see it thrive.

That doesn't mean we have to give up our dream for something less successful. It's not about removing ours and replacing it with theirs. It's about letting others help to shape the initial picture to make it more compelling, more real, and more tangible for them. If we as leaders can't cause that to happen, we will have to be content with framing our vision, admiring it, and hanging it on the wall somewhere because we will never actually come close to achieving it.

If you've got a vision for your organization, congratulations, you've taken the first step to moving your organization toward its potential. But now you must share the vision, let go of it and let the members making it a reality on a day-to-day basis; make it their own. Otherwise, the first step doesn't matter, regardless of how great it looks on the wall or website.

BUILDING BRIDGES TO NEOPA'S SUCCESS

Committees: The Heart of our Associations

Submitted by Carol Bom, CEOE

"When a group of friends have enjoyed fine conversation together, you will find that suddenly something extraordinary happens. As they are speaking, it's as if a spark ignites, passing from one speaker to another, and as it travels, it gathers strength, building into a warm and illuminating flame of mutual understanding which none of them could have achieved alone." Socrates

This is it. This is what could happen with our committees. Can we work together to make this happen?

I believe that committee work in our associations, whether local, state or national, is the heartbeat of our associations. In our committees, we get to know each other; we get to realize our strengths and the strengths of others. We get to see that even though we may have differing opinions, somehow, we can shape and mold our ideas to the greatest benefit of our associations.

I 'grew up' in UNOPA, the local association at the University of Nebraska-Lincoln. As I began my journey as a member, I became involved on a committee. I worked alone in an office for the custodial division on campus. I talked with many staff around campus, and as I became familiar with UNOPA, I could put faces with names of people that I spoke with on a regular basis. My networking began as I continued to volunteer and expand my knowledge of campus, colleagues, and myself. Twenty-seven years later, I look back on this experience with fondness and appreciation for all of those people I have come to know and love throughout these many years. This happened because I said 'yes' when someone asked me to serve on a committee.

No man is an island. No woman is either. The directors of our NEOPA committees need and want your assistance. This is a great time to be involved in NEOPA. We are on the verge of something great. Can you feel it? I can. Let's work together to continue to grow and develop ourselves and our association!

Are You Willing to Serve?

Carol Bom, CEOE
Nominating Director

I am very excited to serve on the NEOPA Board of Directors this year. I chose the Nominating Committee to direct as I wanted to have an impact on the future of NEOPA. Last year, we learned about "Shaping the Future" of our association and this year, we will be "Building Bridges to Success." These are exciting times in the life of our association! I think our Presidents have been very in tune with the needs of the members and the needs of our association, as their themes match perfectly to the needs of our association.

We are on the verge of something great. Do you feel it in the air? I do! I am very excited about the development of the E-Series and about the strategic planning that we are undertaking this year for our association. The voice of our members is *critical* to the success of our organization. We need to hear from everyone in order to make this an association that meets our needs and grows with us.

I have been studying leadership for the past few years through our NDE Leadership Academy. I am currently reading The Leadership Challenge, by Kouzes and Posner. They have five key points that they suggest are the best way to live leadership:

1. Model the Way
2. Inspire a Shared Vision
3. Challenge the Process
4. Enable Others to Act
5. Encourage the Heart

I think we can understand modeling the way...we are what we say we are and do what we say we will do. Last night I was reading about inspiring a shared vision. I loved that introductory chapter as it definitely gave me some insight into how we can move NEOPA forward. The key is that we will be doing it together. We will look at the strategic planning process and begin to build the vision together of all the great things NEOPA can accomplish in the state of Nebraska. Shared leadership is essential to our success, and a shared vision, built by our members, is the key to our success.

This year the Nominating Committee will do its best to bring you an honest appraisal of what each elected officer does throughout the year while on the Board of Directors. We will talk about the time commitment involved for you. We will talk about the benefits of serving on the Board of Directors. We will talk about your personal and professional goals and help you see how serving on the Board as an elected officer will be an exciting adventure. We will be forming a committee to secure willing candidates. If you are interested in being part of the action, please contact me.

NATIONAL CONFERENCE NEWS

PSP Program Certification and Recertification Fees Raised

From the desk of: Wendy Heslink, CEOE, NAEOP PSP Chairman

At its July 7, 2012 meeting in Costa Mesa, CA, the PSP Governing Board discussed efforts made to ensure the Professional Standards Program continues to pay for itself and be able to continue to cover the expenses of maintaining the program through its fee structure. In past years, the certification fee would increase whenever the NAEOP membership fee increased. However, the PSP filing fee was not raised at the same time the last two membership fees increased.

*At this same meeting, the PSP Governing Board voted to increase the fees for PSP Certification and the fee for PSP Recertification by \$5 each, **effective with the September 15, 2012, filing deadline**. The NAEOP Board of Directors approved this change at their meeting on July 8, 2012. This increase is necessary to help us continue to adequately cover the expenses affiliated with the Professional Standards Program.*

The new fees are as follows:

Program Certification Fee: \$45

Recertification Fee: \$25

The fee for achieving CEOE distinction was not increased.

The PSP forms, flyers and information are in the process of being updated.

Nebraska National Conference Award Winners

NEOPA AWARDS:

3rd place in the "Newsletter State Category 1" for the *NEON*
Carol Bom, CEOE, (NDE Bridge) Editor

UNOPA AWARDS:

1st place in the Website Award for the non-professional, local category
Linda Luedtke, CEOE, accepted the award. Deb Rosenau, CEOE, editor.

2nd place in the "Newsletter Local Category 2" for UNOPA NOTES
Linda Luedtke, CEOE, accepted the award. Linda Ratcliffe, editor.

LPSAOP AWARDS:

2nd place in the Website Award for the non-professional, local category
Rhonda Meyer, CEOE, accepted the award



Susie Ahlberg, CEOE, was honored for receiving her PSP Certification and CEOE distinction at the PSP Banquet on Wednesday evening, July 11, 2012.

NEOPA's Administrator of the year, Dr. Roger Breed, Commissioner, NE Department of Education, was recognized as the NAEOP Administrator of the Year for 2012 at the Awards Luncheon on Thursday, July 12, 2012.

Congratulations to all of our winners!!

NATIONAL CONFERENCE NEWS

Picturesque Costa Mesa, CA, was the chosen location of the 78th Annual NAEOP National Conference and Institute, held July 9-13, 2012, and I was privileged to be able to attend. The weather was absolutely beautiful with temperatures in the 70s and 80s and lots of flowers everywhere.

My first briefing was Computer Safety/Security. It was very informative and I learned how to keep my computer safe and which programs for virus protection were the best.

The flag ceremony, which is always moving, was held on Tuesday evening with everyone wearing patriotic colors. All that red, white, and blue was very impressive and different since we usually wear our state colors for the flag ceremony.

The briefing, "The Murder Mystery - Get a Clue," facilitated by Patricia Thompson, was the most fun briefing that I attended. We were able to solve the mystery but not until one person, who thought her clue wasn't important because it was like one of the other clues we were given, finally gave her clue. The lesson we learned was, *"Everyone's ideas are important when trying to solve a problem or work on a project."*

We had some wonderfully insightful and inspirational speakers at the conference. One man, in particular, made quite an impression. His name is Brett Eastburn who was born with no arms and no legs and still managed to play football and other sports in high school. He is now married and enjoys speaking at conferences and workshops. He only has limbs that would be the length of your arm from your shoulder to your elbow and no hands. He showed us how he can open a can of pop and drink it. If you tried to see what you can do just using your upper arms you can see how amazing that is. He said when he was a small child his parents would put him in a chair thinking he would stay there, but he was adventurous and figured out how to get down from the chair and move around by sort of bouncing. If he had quit at the first sign of difficulty, he never would have arrived at where he is today.

We have three Nebraska members who are holding an office in the National Association this year: Lola Young, CEOE, President; Lisa Morehouse, CEOE, Central Area Director; and Gretchen Walker, CEOE, Higher Education Council Chairman. Congratulations to all of them!

It was a great conference and I'm hoping to go to next year's conference in Alexandria, VA.

Before the conference, I was able to do some sightseeing in the area and a few of us went to Long Beach, which is a really touristy area. There were lots of shops for tee-shirts and other merchandise; lots of people walking around and on the beach; and many people fishing off the pier. We had a wonderful lunch at "The Crab Cooker". (photo at right)

The next day we rented a car and drove the Pacific coast highway. That is a great drive! I expected to see more of the ocean, but it is very populated there and hard to see the ocean. We stopped at Dana Point and experienced a great Ocean view. It is a place that has a Marine learning center and there were lots of kids taking classes; they all looked like they were having a good time on that sailboat. (photo below right)

This was really the first time I have gone early to a conference and been able to see something other than the hotel where the conference was held. I am very glad I chose to do it at this conference.

Story and photos submitted by Susan Bell,
CEOE (LPSAOP)



National Conference Photo Page



Above: Color Guard at Tuesday evening's Flag Ceremony.

Right: Lola Young, CEOE, carrying Nebraska state flag.

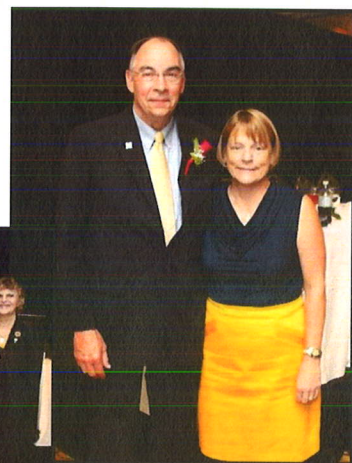
Below: Lola Young, CEOE, at Friday evening's Installation Banquet.



Right: 2012-13 NAEOP President Lola Young, CEOE, with Sandy Lineberry, her friend, NEOPA colleague, and Presidential Aide.



Below Right: Dr. Roger Breed, NEOPA and NAEOP Administrator of the year 2012, with Denise Fisher, CEOE, at Thursday's Awards Luncheon.



Above Left: Dr. Roger Breed with Nebraska Conference attendees.



Left: Pelicans and Seagulls completely undisturbed by people fishing off the pier at Long Beach, CA. Photo taken by Susan Bell, CEOE.



Above: NAEOP Conference attendees Rhonda Meyer, CEOE (NE); Theresa Coté, CEOE (KS); & Lisa Morehouse, CEOE (NE) cool their tootsies in the Pacific Ocean. Photo taken by Susan Bell, CEOE (NE).

Right: PSP certification and CEOE distinction recipient Susie Ahlberg (seated in center) is surrounded by her Nebraska colleagues at a reception after the PSP Banquet. Congratulations, Susie! Photo submitted by Linda Luedtke, CEOE.



NAEOP 2012-13 MEMBERSHIP FORM

Membership Form for the National Association of Educational Office Professionals

Membership Type:	<input type="checkbox"/> Active - \$50	<input type="checkbox"/> Retired - \$30
<input type="checkbox"/> Associate - \$50	<input type="checkbox"/> Institutional - \$85	<input type="checkbox"/> Corporate - \$60

Membership Application Continuous Membership (12 full months)

- ☐ New Membership ☐ Renewal Membership Membership Number:
- ☐ Magazine Annual Subscription - \$30 ☐ Magazine Annual Subscription (Retired) - \$15

- All fees must be paid in US Dollars.
- Outside of US special postage and handling charges apply. Please add an additional \$15.
- Active membership fees include 3 online issues of the association magazine and 1 issue (Winter issue) in print. If you wish to receive all 4 issues in print, you will need to request an annual magazine subscription in addition to your annual membership.
- Dues are not deductible as a charitable contribution for income tax purposes.

Membership Information:			
<input type="checkbox"/> Elementary	<input type="checkbox"/> Middle School/Junior High	<input type="checkbox"/> Secondary/High School	
<input type="checkbox"/> Higher Education	<input type="checkbox"/> State Department	<input type="checkbox"/> Administration	
<input type="checkbox"/> Career & Technical Education	<input type="checkbox"/> Retired	<input type="checkbox"/> Other:	
Name:			
Address:		City:	State: Zip:
Home Phone:		Office Phone:	Ext.:
Fax:		Email:	
Recruited by (Name):			
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover			
Cardholder's Name:			
Card Number:		Expiration Date:	
Signature:			

Mail or Fax to:

NAEOP
PO Box 12619
Wichita, KS 67277-2619
Fax: 316-942-7100

NEON

Nebraska Educational Office News

Suzanne Penn, CEOE
School of Arts & Humanities
Wayne State College
1111 Main Street
Wayne, NE 68787

**See you at the Fall Workshop!
Lincoln, Nebraska
Friday, October 5, 2012**



Dates to Remember:

Registration for Fall Workshop due September 21, 2012

Submit articles for WINTER NEON by November 16, 2012

NEOPA Student Scholarship Applications due by January 15, 2013